

# REFERENCE REQUEST—FEDERAL RECORDS CENTERS

NOTE: Use a separate form for each request.

## SECTION I—TO BE COMPLETED BY REQUESTING AGENCY

ACCESSION NO.

AGENCY BOX NUMBER

RECORDS CENTER LOCATION NUMBER

OF

DESCRIPTION OF RECORD(S) OR INFORMATION REQUESTED

☐ BOX

☐ FOLDER (include file number and title)

REMARKS

### NATURE OF SERVICE

☐ FURNISH COPY OF RECORD(S) ONLY

☐ PERMANENT WITHDRAWAL

☐ TEMPORARY LOAN OF RECORD(S)

☐ REVIEW

☐ OTHER (Specify)

## SECTION II—FOR USE BY RECORDS CENTER

☐ RECORDS NOT IN CENTER CUSTODY ☐ RECORDS DESTROYED

☐ WRONG ACCESSION NUMBER—PLEASE RECHECK

☐ WRONG BOX NUMBER—PLEASE RECHECK

☐ WRONG CENTER LOCATION—PLEASE RECHECK

☐ ADDITIONAL INFORMATION REQUIRED TO IDENTIFY RECORDS REQUESTED

☐ MISSING (Neither record(s), information nor charge card found in container(s) specified)

☐ RECORDS PREVIOUSLY CHARGED OUT TO (Name, agency and date):

REMARKS

DATE

SERVICE

TIME REQUIRED

SEARCHER'S INITIALS

## SECTION III—TO BE COMPLETED BY REQUESTING AGENCY

NAME OF REQUESTER

TELEPHONE NO.

☐ FTS

DATE

### RECEIPT OF RECORDS

NAME AND ADDRESS OF AGENCY

(Include street address, building, room no. and ZIP Code)



Requester please sign, date and return this form, for file item(s) listed above, ONLY if the block to right has been checked by the Records Center.

☐

SIGNATURE

DATE

NSN 7540-00-682-6423  
5011-108

PREVIOUS EDITION USABLE

OPTIONAL FORM 11 (Rev. 7-87)  
NATIONAL ARCHIVES AND  
RECORDS ADMINISTRATION  
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